PRICE AGREEMENT DOCUMENT

Purchasing/Class Materials/Price Agreement Document, PG   Date Last Printed: 12/26/2001
Date Last Revised: 12/26/2001.

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Price Agreement Document (PG) Case Study

Case Background:

You have been asked to order a new computer workstation for your new PC. Your budget won't allow for the item to cost more than $200, but you would still like something nice in a light oak, 48"W x 30"D X 27"H with a right-side bank drawer and if possible casters. Before you can order the workstation you must review the tables to come to the PD or PG decision.

Once again we will start at the COMMODITY Tables to come to our PD or PG decision.

The following information will help you process your document:

PA#:	A50170100
Vendor Code:	6104933830006
SHIP TO:	FUN 1000
BILL TO:	FUN 1000
Accounting Data:	
Appropriation	11111111
Subsidiary	KK - Equipment
Object Code	K07 - Office Furnishings
PALN:	00010
Line Data:	
Quantity:	1
Comm Code:	424-60-65-0005

Now let's process our document.

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REACHING A PG DECISION

Our case study is to order computer workstations for our new PCs. Our first step will be to check our Expenditure Classification Handbook.   The most specific Object Code is K07. This will narrow our choice of possible MMARS Documents to use.

K07   OFFICE FURNISHINGS - Furnishing including desks, chairs, floor mats and modular partitions. Chargeback for the Massachusetts Correction Industries (DOC) products available. Preference should be given to items produced by DOC when practical. See L07 for Lease-Purchase; L27 for rental or lease; L47 for maintenance and repair costs.

Legal Authority:	M.G.L. c. 7, §22; 801 CMR 21.00
Oversight Department:	ANF*,* PGS, CTR
Agreement Type:	Commonwealth Terms and Conditions/Standard Contract Form and Purchase Order
Pre/Encumb/Payment:	PG, PD, SP, RX/PN, PV, EFT
Tax Forms:	None

This is where we get the information for the Subsidiary and Object Code of our purchase. This information will be needed on the accounting line of our document. It lists the possible documents we may use for this purchase. We need to narrow our selection. This will be done by exploring the Commodity Tables. At this point we still don't know what document we will use. Once again, the first table we will navigate to, will be **COMMODITY NAME INDEX (CNAM).**

At the **MMARS Main Menu**

> Type **2 (TABLES AND INQUIRIES)** on the Command line and

> Press **<ENTER>.**

```
MM         MM  MM        MM        AA        RRRRRRRRRRRR  SSSSSSSSSSSS
 MMMM     MMMM  MMMM      MMMM       AAAA      RR        RR SS
MM MM    MM MM MM MM    MM MM       AA  AA     RR        RR SS
MM  MM  MM  MM MM  MM  MM  MM      AA    AA    RRRRRRRRRRRR  SSSSSSSSSSSS
MM   MMMM   MM MM   MMMM   MM     AAAAAAAAAA   RR       R             SS
MM    MM    MM MM     MM   MM     AA        AA  RR       RR            SS
MM         MM  MM         MM    AA          AA  RR       RR           SS
MM         MM  MM         MM   AA            AA RR        RR SSSSSSSSSSSS

        ****      S M T I   M A I N   M E N U      ****

              1.  DOCUMENT PROCESSING   (SUSF)
              2.  TABLES AND INQUIRIES (MTIM)
             99.  LOGOFF

             MAKE A SELECTION FROM THE LIST ABOVE

        COMMAND:  2
```

At the **FILES AND TABLES** main menu,

> Tab to the **EXPENDITURES MENU** and

> Type an **(S)** in the field and

> Press **<ENTER>.**

———
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```
ACTION: L  SCREEN: MTIM        M  M  A  R  S              01/11/99 10:43:48
-------------------------------------------------------------------------------
                          FILES AND TABLES MAIN MENU
-------------------------------------------------------------------------------

             SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

(   ) APPROP AND BUDGETS MENU            (   ) EXPENDITURES MENU
(   ) GENERAL ACCOUNTING MENU            (   ) REVENUE MENU
(   ) COST ACCOUNTING MENU               (   ) EXTENDED PURCHASING MENU
(   ) FIXED ASSETS MENU                  (   ) INTERDEPARTMENTAL MENU
(   ) PROJECT ACCT & REPORTING MENU      (   ) SUSPENSE FILE MANAGEMENT MENU
(   ) DOCUMENT DISTRIBUTION MENU         (   ) NEW FEATURES MENU




       PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

This will bring you to the **EXPENDITURES MENU.** At this menu

> Tab to the **COMMODITIES MENU**
>
> Type an **(S)** in the field and
>
> Press **<ENTER>.**

```
ACTION: L  SCREEN: EXPI        M  M  A  R  S              MM/DD/YY 14:00:35
 -------------------------------------------------------------------------------
                             EXPENDITURES MENU
 -------------------------------------------------------------------------------

             SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

 (   ) ADVANCES MENU                     (   ) LEASE ORDERS MENU
 (   ) SERVICE CONTRACTS MENU            (   ) EXPENDITURES MENU
 (   ) PURCHASE ORDERS MENU              (   ) RECURRING PAYMENTS MENU
 ( S ) COMMODITIES MENU                  (   ) DISBURSEMENTS MENU
 (   ) PRICE AGREEMENTS MENU             (   ) RECEIVERS MENU
 (   ) MISCELLANEOUS ORDERS MENU




       PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

This will bring you to the **COMMODITIES MENU.**

> Tab to the **COMMODITY NAME INDEX (CNAM**),
>
> Type an **(S)** in the field, and
>
> Press **<ENTER>.**

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```
ACTION: L  SCREEN: CMTI        M  M  A  R  S              MM/DD/YY 10:52:59
 -----------------------------------------------------------------------
                             COMMODITIES MENU
 -----------------------------------------------------------------------

           SELECT DESIRED SCREEN BY ENTERING ANY CHARACTER IN (   )

 (   ) COMMODITY NAME INDEX    (CNAM)      (   ) COMMODITY PRICE AGRMNT  (CPAT)
 (   ) COMMODITY              (COMM)      (   ) COMMODITY BY VENDOR      (CVND)
 (   ) COMMODITY DESCRIPTION   (CDSC)      (   ) COMMODITY SPECIFICATION (CSPC)
 (   ) COMMODITY COPY          (CCPY)      (   ) VENDOR BY COMMODITY      (VCOM)
 (   ) VENDOR CATALOG          (VCAT)      (   ) VENDOR CATALOG BY CAT    (VCAC)
 (   ) VENDOR CATALOG BY DESCR (VCAD)      (   ) VENDOR CATALOG BY COMM   (VCCT)



        PUT 'S' IN ACTION AND HIT ENTER IF NO MENU SELECTIONS ARE DISPLAYED
```

From this point on we will use **X (CROSS TRAVEL, L (SUPER LEAF) and L (LEAF)** to navigate **MMARS.**

```
ACTION: R  SCREEN: CNAM        M  M  A  R  S              MM/DD/YY  14:02:38

 COMMODITY NAME TABLE

 KEY IS COMMODITY NAME, COMMODITY CODE

            COMMODITY NAME                COMMODITY CODE    LINE
 ---------------------------------------  --------------    -----
 *** DELETE MICROGRAPHIC EQUIPMENT        600 70 41 0000    D0001
 ABRASIVE PAPER                           450 35 01 0000    D0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
 ABRASIVES & HARDWARE W/ALLIED ITEMS      450 00 00 0000    I0001
```

We are now in the **COMMODITY NAME TABLE.**

For our class we are searching for information on **Computer Furniture**. Let's look for this on the Table.

> Type an **"S"** in the Action field,
>
> Press **F9** to reach the field on the first line under Commodity name.
>
> Type **COMPUTER** in the Commodity Name field and
>
> Press the **F6 (Erase)** key to blank out the rest of the Commodity name field.

_____

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```
ACTION: s  SCREEN: CNAM        M  M  A  R  S              MM/DD/YY   14:02:17

 COMMODITY NAME TABLE

 KEY IS COMMODITY NAME, COMMODITY CODE

            COMMODITY NAME                 COMMODITY CODE    LINE
 ----------------------------------------  --------------    -----
computer                                   450 35 01 0000    D0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
ABRASIVES & HARDWARE W/ALLIED ITEMS        450 00 00 0000    I0001
```

Press **<ENTER>**.

```
ACTION: R  SCREEN: CNAM        M  M  A  R  S              MM/DD/YY   14:03:30

 COMMODITY NAME TABLE

 KEY IS COMMODITY NAME, COMMODITY CODE

            COMMODITY NAME                 COMMODITY CODE    LINE
 ----------------------------------------  --------------    -----
COMPUTER & PRINTER ACCESSORIES             601 80 10 0000    D0001
COMPUTER & PRINTER HARDWARE                601 20 10 0000    D0001
COMPUTER CLEANING SUPPLIES                 601 30 17 0000    D0001
COMPUTER FURNITURE                         424 00 00 0000    D0001
COMPUTER FURNITURE                         424 60 00 0000    D0001
COMPUTER FURNITURE                         450 32 00 0000    D0001
COMPUTER FURNITURE ACCESSORIES             424 60 60 0000    D0001
COMPUTER PRINTER SUPPLIES                  601 30 09 0000    D0001
CONCRETE & CEMENT                          212 10 05 0000    D0001
CONCRETE & CEMENT PATCHING MATERIALS       212 10 00 0000    D0001
CONCRETE & CEMENT SUPPLIES                 212 00 00 0000    D0001
CONCRETE MATERIALS                         212 10 10 0000    D0001
CONCRETE SEPTIC TANK PRODUCTS              212 60 00 0000    D0001
CONDIMENTS                                 387 30 45 0000    D0001
```

Notice how many listings there are for Computer Furniture! For our class we will look at the second choice for Computer Furniture. It is broken down by the first two categories (class and group).

Now let's go to the COMMODITY Table to see if this commodity is on price agreement or not. Let's super leaf to the **COMMODITY TABLE.**

Press the <**HOME**> key, to move the cursor to the Action field.

Place an **L** in the Action.

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Press **F9,** (left margin key) Key to move the cursor down beside the second choice for Computer Furniture

Press **<ENTER>.**

```
ACTION: R  SCREEN: COMM          M  M  A  R  S                MM/DD/YY  14:06:30

 COMMODITY TABLE

 KEY IS COMMODITY CODE

 COMMODITY CODE    BUYER    DESCRIPTION
   COMM SPECS     STD UMEAS    BID CODE    STATUS CODE    P/A   YTD PURCHASES
 -------------------------------------------------------------------------

 424 60 00 0000     B1       COMPUTER FURNITURE
        N          EACH          N            1          .            0.00

 424 60 10 0000     B1       CHAIRS, ERGONOMIC
        N                         N            1          .            0.00

 424 60 10 0010     B1       PNEUMATIC HEIGHT ADJ., WITHOUT ARMS
        N                         Y            1          Y            0.00

 424 60 10 0011     B1       PNEUMATIC HEIGHT ADJ., WITH ARMS
        N                         Y            1          Y            0.00
```

Notice that the first line of the Table is Computer Furniture. MMARS will automatically carry the line the cursor rested on, to the top of the next screen. The first line will carry to the next screen, if no other selection is made.

We have not found the particular Commodity we are looking for yet. The Commodity Code must be broken down to the third level, Item Level, to be useable.

Press **<ENTER>**.

Let's search further for our commodity, (computer workstation with a right side bank drawer). This is the hardest part of filling out the document - finding the correct Commodity Code!

Commodity Codes are listed several different ways - We could have looked up the computer workstation by - Computers, Desks, Furniture or Workstations. You may have to refresh the screen several times to find the Commodity Code of **424 60 65 0005**. Chances are, you'll be taking screen prints, when you think you've found the best code, then traveling farther to see if there is something better. The screen print can save you from starting at the beginning again, if nothing better is found later on. Finally, we reach what looks to be a perfect match!

───
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```
ACTION: R  SCREEN: COMM        M  M  A  R  S              MM/DD/YY  14:13:59

 COMMODITY TABLE

 KEY IS COMMODITY CODE

COMMODITY CODE   BUYER    DESCRIPTION
 COMM SPECS     STD UMEAS    BID CODE    STATUS CODE    P/A   YTD PURCHASES
 ------------------------------------------------------------------------

424 60 65 0000    B1       COMPUTER FURNITURE
      N           EACH         Y            1          .          0.00

424 60 65 0005    B1       WORK STATION, RIGHT-SIDE BANK DRAWER
      N           EACH         Y            1          Y      135,600.00

424 60 65 0010    B1       WORK STATION, COMPUTER
      N           EACH         Y            1          Y        7,250.00

424 60 65 0015    B1       WORK STATION, COMPUTER TABLE
      N           EACH         Y            1          Y          225.00
```

The **Y** in the **P/A**, (Price Agreement field), tells us that this item must be purchased using a **PG** document. This screen gives us the **Commodity Code** and the **Unit.** These fields are found on the second page of the document, but notice that they are not filled in. The **Status Code** of **1**, (active), insures that this code may be used safely.

Let's superleaf to the **COMMODITY DESCRIPTION TABLE (CDSC).**

Place an **L** in the Action field.

Press **<ENTER>.**

This will lead to the **CDSC Table**.

```
ACTION: R  SCREEN: CDSC        M  M  A  R  S              MM/DD/YY  14:16:03
 H-
      COMMODITY DESCRIPTION TABLE

      KEY IS COMMODITY CODE, LINE NUMBER

      COMMODITY CODE: 424 60 65 0005

      LINE#                  DESCRIPTION
      -----  ----------------------------------------
01- D0001  WORK STATION, RIGHT-SIDE BANK DRAWER
02-
03-
04-
05-
06-
07-
08-
```

The Commodity Description table may show us further information on the commodity. It didn't show us any more in this case.

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Let's superleaf to the **COMMODITY VENDOR TABLE.**

> Place an **L** in the Action field.

> Press **<ENTER>**.

Notice how our Commodity Number continues to travel with us.

This listing shows us information on a vendor for Computer Work Stations. Here, we can see the **Vendor** involved and the **Vendor Code**. This information is needed on the first page of our document. We can also see a **Vendor Status** of 1 for Active.

```
ACTION: R  SCREEN: CVND        M M  A  R  S              MM/DD/YY  14:16:47

 COMMODITY VENDOR TABLE

 KEY IS COMMODITY CODE, VENDOR CODE

 COMMODITY CODE: 424 60 65 0005
 COMMODITY NAME: WORK STATION, RIGHT-SIDE BANK DRAWER
                                                      VEND  CLASS
     VENDOR CODE      VENDOR NAME                     STAT  S M W
     --------------   ------------------------------  ----  -----
01- 610493383 0006   DEVOE & RAYNOLDS CO.              1
02-
03-
04-
05-
06-
07-
08-
```

The **CVND Table** provides a listing of vendors who are able to supply a given Commodity. We now know that **DEVOE & RAYNOLDS CO** will be able to supply this Commodity to us and that they are on Price Agreement with the Commonwealth. Often when you come to this table there will be several vendors listed. It is a good idea to screen print this table so you will have the listing to work with.

Let's super-leaf to the **Commodity on Price Agreement (CPAT) Table.**

> Place an **L** in the Action Field**.**

> Press **<ENTER>.**

_____

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```
ACTION: R  SCREEN: CPAT          M  M  A  R  S                MM/DD/YY   09:42:06
 H-  COMMODITY ON PRICE AGREEMENT INQUIRY SCREEN
     KEY IS COMMODITY CODE, PA NUMBER, LINE NUMBER

     COMMODITY CODE: 424 60 65 0005
        DESCRIPTION: WORK STATION, RIGHT-SIDE BANK DRAWER

     PA NUMBER   LINE   STATUS   VENDOR CODE         VENDOR NAME
     ---------   ----   ------   -----------------   ------------------------------
 01- A50170100  00010    50      610493383 0006  P0 DEVOE & RAYNOLDS CO.
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 13-

 02-*L009 HEADER CHANGE
```

This table gives us the **Price Agreement Number**, which was filled in on the top right hand corner of the PG document. The Price Agreement Line Number is placed on the second page of the PG Document.

We can also find out the Status of the Price Agreement. Obviously we want a Price Agreement which is Active. The following is an explanation of the codes :

> **50** Active
> **60** Inactive
> **90** Canceled

The combination of the **Price Agreement Number** and the **Price Agreement Line Number** will draw in all relevant information on the Commodity ordered.

 Look at how little needs to be filled in on the second page of the PG! When we edit the final document, MMARS will draw in the other fields for you.

Please refer to the Appendix for field by field descriptions of the **Commodity on Price Agreement Table, (CPAT)**.

Now let's Leaf to the **COMMODITY SPECIFICATIONS TABLE.**

> Type an **L** in the Action field.
>
> Type **CSPC** in the screen field**.**
>
> Press **<ENTER>**.

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```
ACTION: S  SCREEN: CSPC        M  M  A  R  S              MM/DD/YY   08:55:30
 H-
       STANDARD SPECIFICATION TABLE

       KEY IS COMMODITY CODE, TEXT LINE NUMBER

       COMMODITY CODE: 424 60 65 0005
         DESCRIPTION:

                                                    TEXT
                         TEXT                       LINE
       ---------------------------------------     ----
01-
02-
03-
04-
05-
06-
07-
08-
09-
10-
01-*L008 END OF FILE                   01-*L004 LINE NOT FOUND
```

This table stores text that is associated with standard specifications for a particular Commodity. There are no specifications attached to this Commodity.

See the Appendix for a field by field description of the **Commodity Specification Table, (CSPC)**.

Now let's (Leaf) to the Price Agreement Tables.

>   Press the **<HOME>** key.

>   Type **"L"** in the Action field.

>   Type **PASI** in the Screen field

>   Press **<ENTER>**.

Notice how the price agreement number traveled with the screen

```
ACTION: s  SCREEN: PASI        M  M  A  R  S              MM/DD/YY   10:01:12

 PRICE AGREEMENT SUMMARY INQUIRY TABLE
 KEY IS PRICE AGREEMENT NUMBER
                                                 SET   PA    ENCUMBERED
    PA NUMBER              DESCRIPTION           ASIDE TYPE    AMOUNT
    ------------------------------------------------------------------------
01- A50170100 COMPUTER WORKSTATION                      S     142,575.00
02- A50170300 PAINTS                                    S           0.00
03- A50170400 PAINTS                                    S          27.32
04- A50180100 AIR CONDITIONERS (WINDOW MOUNT            S       9,258.00
05- A50180200 AIR CONDITIONERS (WINDOW MOUNT            S           0.00
06- A50230100 AMMUNITION                          F    L           0.00
07- A50230200 AMMUNITION                          F    L           0.00
08- A50230300 AMMUNITION                          F    L           0.00
```

───
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The PASI table provides a summary of the Price Agreements. It lists the active price agreement numbers in alphanumeric order and also includes the price agreement title/description. It will also show us if the Price Agreement is

S   State Wide (any department can use this Price Agreement)
L   Limited (certain departments can use this Price Agreement)

Let's super-leaf to the Price Agreement Summary Table **(PASM).**

> Type **"L"** in the Action field
>
> Type **PASM** in the Screen field.
>
> Press **<ENTER>**.

```
ACTION: R  SCREEN: PASM          M   M   A   R   S                MM/DD/YY   10:02:30

 PRICE AGREEMENT SUMMARY TABLE
 KEY IS PRICE AGREEMENT NUMBER

   PA NUMBER: A50170100       CHANGE NUMBER: 009
 DESCRIPTION: COMPUTER WORKSTATION
       STATUS: 50 ACTIVE            CEILING: N          PA TYPE: S
        START DATE: MM DD YYYY                        END DATE: MM DD YYYY


            BUYER: B1 MR. PAUL TRAINOR  X370            PHONE:     727 7500
  AUTHORIZED LIMIT:            0.00       REMAINING BALANCE: ..............
 ENCUMBERED AMOUNT:     142,575.00             EXPENDED AMOUNT:      69,850.00
    CLOSED AMOUNT:       14,990.00     MINIMUM DOLLAR ORDER:
 NUMBER OF ORDERS: 1,313             POLITICAL SUB-DIVISIONS: N
        VENDOR CODE: 610493383 0006  ADDRESS CODE: P0    T + C: N
        VENDOR NAME: DEVOE & RAYNOLDS CO.            COMMENTS:
   VENDOR CONTACT: COCO BEWARE                     SET-ASIDE:
            PHONE: 617 555 1212
```

The **PASM** allows departments to view existing and expired price agreements. It shows the most recent version of the price agreement. You will want to verify the start and end date of the Price Agreement. If you are close to the end date, you may want to call the buyer to see if this Price Agreement is going to be renewed. Otherwise, you'll have trouble paying for the goods if the end date has gone by before the Payment Voucher has gone Done.

You will also want to check the **T + C (Terms and Conditions)** field to be sure there is a Y in the field. If there is not, you will need to contact the vendor to see if they have recently submitted a Terms and Conditions contract. If they have not, you will need to obtain a completed form before you can order from this vendor.   A VU, (Vendor Update), modification form will need to be processed. Please refer to Module II (Introduction to MMARS) for instruction on processing a VU.

See the Appendix for a field by field description of the information on this table.

Let's super- leaf to the Price Agreement Line Table **(PALN).**

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Type an **L** in the Action field.

Press **<ENTER>**.

```
ACTION: R  SCREEN: PALN        M  M  A  R  S              MM/DD/YY   14:46:53
 PRICE AGREEMENT LINE TABLE
 KEY IS PRICE AGREEMENT NUMBER, LINE NUMBER
   PA NUMBER: A50170100
 DESCRIPTION: COMPUTER WORKSTATION
 VENDOR CODE: 610493383 0006 P0 VENDOR NAME: DEVOE & RAYNOLDS CO.
 -----------------------------------------------------------------------------
 LINE | MOD NBR | COMMODITY |   | QTY  | MIN QTY | UNIT COST |    UNIT
    MANUFACTURER     |    CATALOG NUMBER   |            BRANDNAME         |
 | STANDARD PACKAGE | |               DESCRIPTION          | TEXT  SET ASIDE
 -----------------------------------------------------------------------------
 00010   007   424 60 65 0005     823      0        100.0000   EACH
                    503                      MODULAR FURNITURE
                    WORK STATION, RIGHT-SIDE BANK DRAWER      Y
 00020   006   424 60 65 0010      0       0        125.0000   EACH
                    503                      MODULAR FURNITURE
                    WORK STATION, COMPUTER                    N
 00030   005   424 60 65 0015      0       0        225.0000   EACH
                    505                      MODULAR FURNITURE
                    WORK STATION, COMPUTER TABLE              N
```

The Price Agreement Line **(PALN)** will show us the price of the item we are buying. We need this information to be able to fill in the Accounting Line Amount on our PG Document.

This table also shows us that there is Text associated with this item. We will need to look at the text.

Let's super-leaf to the **PATX** table.

Type a **"L"** in the Action field and

Press **<ENTER>.**

```
ACTION: R  SCREEN: PATX        M  M  A  R  S              MM/DD/YY   14:47:26
 H-
     PRICE AGREEMENT TEXT TABLE
     KEY IS PRICE AGREEMENT NUMBER, LINE NUMBER, TEXT LINE

        PA NUMBER: A50170100    PA LINE: 00010
         PA DESCR: COMPUTER WORKSTATION


                                              TEXT
                    TEXT                       LINE
     -------------------------------------    ----
 01- COMPUTER FURNITURE, CREATED BY M.C.I.    0001
 02- WORK STATION, RIGHT-SIDED BANK DRAWER    0004
 03- 48"W X 30"D X 27"H.                      0007
 04- FIBERESIN WALNUT, STOCK # N834-1R        0010
 05- LIGHT OAK, STOCK #N834-IR-LO             0013
 06- PLEASE SPECIFY COLOR & STOCK NO. 11      0016
 07-
 08-
 09-
 10-
 11-
```

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```
07-*L009 HEADER CHANGE
```

We will need this information when we enter our PG. It is a good idea to screen print this screen.

Let's go back to the Price Agreement Summary Inquiry Table for a moment.

> Type L in the Action field.
>
> Type PASI in the Screen field.
>
> Press <ENTER>.

```
ACTION: R  SCREEN: PASI         M  M  A  R  S              MM/DD/YY   10:45:14

 PRICE AGREEMENT SUMMARY INQUIRY TABLE
 KEY IS PRICE AGREEMENT NUMBER
                                                 SET   PA    ENCUMBERED
     PA NUMBER                   DESCRIPTION     ASIDE TYPE    AMOUNT
 ---------------------------------------------------------------------------
 01- A50170100 COMPUTER WORKSTATION                    S       142,575.00
 02- A50170300 PAINTS                                  S             0.00
 03- A50170400 PAINTS                                  S            27.32
 04- A50180100 AIR CONDITIONERS (WINDOW MOUNT          S         9,258.00
 05- A50180200 AIR CONDITIONERS (WINDOW MOUNT          S             0.00
 06- A50230100 AMMUNITION                        F    L             0.00
 07- A50230200 AMMUNITION                        F    L             0.00
 08- A50230300 AMMUNITION                        F    L             0.00
```

Our Commodity is on a statewide Price Agreement. Not all Commodities are. Look down the list to line **06**. Ammunition is on a Limited Price Agreement. It is not appropriate for all departments to have access to Ammunition.

There is one more screen in the Price Agreement Menu which will show us who has access to limited Price Agreements. Let's take a look at it.

> Type **L** in the Action field.
>
> Type **PASC** in the Screen field.
>
> **F9** down to line 06 on this screen.

Your cursor should be blinking on the first line for the Ammunition.

> Press **<ENTER>**.

_____

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```
ACTION: S  SCREEN: PASC        M  M  A  R  S              MM/DD/YY  11:02:02

 PRICE AGREEMENT SECURITY TABLE
 KEY IS PRICE AGREEMENT NUMBER, DEPARTMENT, ORGANIZATION

    PA NUMBER: A50230100
 DESCRIPTION:

           DEPT    ORGN                      ORGN NAME
           ----    ----           ------------------------------
 01-
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
```

With an S in the Action Field,

Press <ENTER>.

```
ACTION: R  SCREEN: PASC        M  M  A  R  S              MM/DD/YY  11:03:54

 PRICE AGREEMENT SECURITY TABLE
 KEY IS PRICE AGREEMENT NUMBER, DEPARTMENT, ORGANIZATION

    PA NUMBER: A51920100
 DESCRIPTION: <NO PA DESC FOUND>

           DEPT    ORGN                      ORGN NAME
           ----    ----           ------------------------------
 01-       DOC                    <NO ORG NAME FOUND>
 02-       POL                    <NO ORG NAME FOUND>
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 03-*L009 HEADER CHANGE
```

This will show us What Department(s) can use this Price Agreement to make purchases.   See the Appendix for a Field by Field description of this screen.

We are now ready to process our **PG** document.

───
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DATA ENTRY OF A PRICE AGREEMENT (PG)

We have now traveled the tables in MMARS to come to our PG decision. Using the prepared document in this book, we will now enter our PG into MMARS. We ended our travels on the Price Agreement Security Table. Let's go directly from here to a Document Start Up screen for the PG.

At the **PASC** Table,

> Type an **L** in the Action field.

> Type **PG** in the Function field.

> **Press** the Space Bar twice,
> to remove the other two letters in the Screen field.

> Press **<ENTER>.**

This will bring you to a new PG document.

```
FUNCTION: NEW              DOCID: PG                        MM/DD/YY   15:22:50
                              BATID:                    STATUS:
                          PRICE AGREEMENT DOCUMENT
 PG DATE:          ACCTG PD:        BUDGET FY:     ACTION:    PA #:
  VENDOR:                  VORD AC:        SHIP TO:
    NAME:
    ADDR:                                  ATTN:
                                         BILL TO:

 VCONTACT:                               ATTN:
 PCONTACT:                        TELEPHONE #: (     )    -        X
 DELIVERY DATE:        FOB:   TYPE:   CONF ORD:   DOC TOTAL:
      QUOTE #:
 **************************** ACCOUNTING DATA ********************************
 LN DPT  APPROP  SB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG  LINE AMOUNT I/D
 -- --- -------- -- ------- ------ ---- -- ---------- ---- ---- -------------- -
```

We will now data enter the header portion of our PG document. For training purposes we will be using the minimum required fields. Back at your department you may be required to fill additional fields when completing documents. MMARS will also infer additional fields of information for the document once it is edited.

Your cursor should be blinking in the Function field. Our Document Id is not yet complete.

> **Tab** into the DOC ID field and complete Typing the DOC Id assigned by your Instructor.

Once the entire DOC ID has been typed in, the cursor should be blinking in the **BATID** Field.

> Press **<ENTER>.**

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The cursor should now be blinking in the Date field. The Document ID has been locked into the document. The Word **NEW** has disappeared from the Function field. There is no difference on the Data Entry procedures from this point on.

Field:	**Action:**

PG DATE: Type in today's date. (**MMDDYYYY** format)

ACTION: Type in **E** for (Entry).

PA#   (Price Agreement Number):
                        Type in the price Agreement Number

                        We will use **A50170100**.

VENDOR CODE: Type in the Vendor Code.

                        We will use **6104933830006**.

The Price Agreement includes the Vendor's Remit to Address Code. Let's take a moment to check the order address codes. Let's pause out of our document and go to the VORD table.
                        Press **<HOME>**.

In the Function Field,
                        Type **PA** (to pause out of our document),

                        Press the Space Bar once

                        Type **VORD**.

                        Press **<ENTER>**.

We are now at the Vendor Order Address Table.

```
ACTION: R  SCREEN: VORD          M  M  A  R  S              MM/DD/YY   12:03:19


 VENDOR ORDER ADDRESS TABLE
 KEY IS VENDOR CODE, ADDRESS CODE

 VENDOR CODE: A11111111 1111  ADDRESS CODE: D0          STATUS:
 VENDOR NAME: STATE OFFICE SUPPLIES         VAR COST EDIT IND:

                         VENDOR CLASSIFICATION
 SMALL BUSINESS: S      MINORITY OWNED BUSINESS: M   WOMEN-OWNED BUSINESS: W
 COMPTROLLER VENDOR NAME: <COMPTROLLER VENDOR NOT FOUND>
 TERMS AND CONDITIONS:                    OPTION:

 ************ ORDER ADDRESS ************ ************ BID ADDRESS ************


 ADDRESS: XXXXXXXXXXXXXXXXXXXXXXXXX          ADDRESS:

   CITY: XXXXXXXX                            CITY:
  STATE: CT          ZIP: 00000 0000        STATE:      ZIP:
 CONTACT:                                  CONTACT:
   PHONE:                                    PHONE:
 COMMENT:                                  COMMENT:
```

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Let's clear the screen

Type **N** in the Action field and

Press **<ENTER>**.

Type in the Vendor Code. (**6104933830006**).

Press **<ENTER>**.

SKILL CHECK
Now scan the file for code P0 to find the Dedham Address. This address code will infer onto your PG Document from the PASM screen (See page PG 10). Now, End your Pause and continue filling out your PG Document.

We are now back in our document, be sure your cursor is in the SHIP to field..

SHIP TO: Type in the code from the SHIP table –

We will use **FUN 1000**.

BILL TO: Type in the code from the BILL table. –

We will use **FUN 1000**.

DELIVERY DATE: Type in a future delivery date.

LINE: Type **01.**

DEPT.:   Type in **FUN**

For training purposes we will use the FUN department. Back at your department you would use your department's three letter Alpha MMARS code.

APPROPRIATION: Type in **11111111**

SUBSIDIARY: Type in **KK**.

ORG: Type in ORG **1000**.

OBJ.   Type in **K07**.

LINE AMOUNT: Type in **100.00**

Your document should resemble the next one shown:

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```
FUNCTION:                      DOCID: PG FUN 1000 G7S67BC       MM/DD/YY   15:22:50
                        BATID:                          STATUS:
                           PRICE AGREEMENT DOCUMENT
 PG DATE: MM DD YYYY ACCTG PD:       BUDGET FY:      ACTION: e  PA #: A50170100
  VENDOR: 610493383 0006  VORD AC: D8     SHIP TO: fun 1000
     NAME:
     ADDR:                                    ATTN:
                                       BILL TO: fun 1000

 VCONTACT:                                  ATTN:
 PCONTACT:                         TELEPHONE #: (    )    -       X
 DELIVERY DATE: MM DD YYYY FOB:   TYPE:   CONF ORD:   DOC TOTAL:
       QUOTE #:
 *************************** ACCOUNTING DATA ********************************
 LN DPT  APPROP  SB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG  LINE AMOUNT I/D
 -- ---  -------- -- ------- ------ ---- -- ---------- ---- ---- -------------- -
 01 fun 11111111 KK 1000    K07                                    100.00
```

Press **<Enter>**,

to get to the line portion of the document. We will now data enter the line portion of our
document using the minimum required fields.

Field: **Action:**

LN: Line   Type in **001**.

PALN: Price Agreement Line Number
                            Type in **00010**.

QUANTITY: Type in **1**.

The balance of the information will carry forward from **MMARS** once we Edit the document.
Your screen should look similar to the following:

```
FUNCTION:                      DOCID: PG FUN 1000 G7S67BC       MM/DD/YY   15:26:16
        000-000 OF 000   BATID:                          STATUS:
    LN  PA LN  QTY  I/D UNIT COMMODITY CODE ITM CATALOG NUMBER
    --- ----- -----  -  ---- ------------- --- --------------------
      UNIT COST    I/D REVALUE   TOTAL COST            QUOTE NUMBER
    -------------- --- ------- -------------- ------------------------------
    MANUFACTURER               MODEL                      FC TEXT
    ------------------------------ ----------------------------- - ----
                         DESCRIPTION                      SBS IND
    ------------------------------------------------------------- -------
 01- 001 00010 1



 02-
```

Press the **<HOME>** key.

_____
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This will move your cursor into the FUNCTION field.

>Type in **ED** to Edit your Document.
>
>Press **<ENTER>**.

You should have a message in the bottom of your document "**NO ERRORS DETECTED**".
Notice how many of the fields have information that was inferred by MMARS.

```
FUNCTION:                    DOCID: PG FUN 1000 G7S67BC       MM/DD/YY   15:28:33
                             BATID:                           STATUS: SCHED
                       PRICE AGREEMENT DOCUMENT
 PG DATE: MM DD YYYY ACCTG PD:       BUDGET FY:      ACTION: E  PA #: A50170100
  VENDOR: 610493383 0006  VORD AC: D8    SHIP TO: FUN 1000
    NAME: DEVOE & RAYNOLDS CO.                     101 PARTY LANE
    ADDR: GENERAL DELIVERY                 ATTN:
                                         BILL TO: FUN 1000
         DEDHAM             MA 02026              DEPARTMENT OF FUN
 VCONTACT:                                ATTN:
 PCONTACT: KATHRYN DOW             TELEPHONE #: ( 617 ) 727 -  0000 X
 DELIVERY DATE: MM DD YYYY FOB: 1 TYPE:   CONF ORD:   DOC TOTAL:        100.00
      QUOTE #:
 **************************** ACCOUNTING DATA ********************************
 LN DPT  APPROP  SB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG  LINE AMOUNT I/D
 -- --- -------- -- ------- ------ ---- -- --------- ---- ---- -------------- -

 01 FUN 11111111 KK 1000     K07                          0001        100.00

 A--*HP00-NO ERRORS DETECTED
```

Press **<ENTER>,** to bring you to the line portion of the document.

Once again, notice how MMARS has inferred fields.

```
FUNCTION:                    DOCID: PG FUN 1000 G7S67BC       MM/DD/YY   15:29:22
         001-001 OF 001    BATID:                             STATUS: SCHED
    LN  PA LN  QTY  I/D UNIT COMMODITY CODE ITM CATALOG NUMBER
    --- ----- -----  - ---- -------------- --- --------------------
     UNIT COST    I/D REVALUE    TOTAL COST         QUOTE NUMBER
    -------------- --- ------- -------------- ------------------------------
    MANUFACTURER                   MODEL                        FC TEXT
    ------------------------------ ------------------------------ - ----
                        DESCRIPTION                           SBS IND
    ----------------------------------------------------------- -------
 01- 001 00010    1     EACH 424 60 65 0005
         100.0000                   100.00

    WORK STATION, RIGHT-SIDE BANK DRAWER
 02-
```

OOOPS! We forgot to put in our text. We need to enter the Model Number of the Computer Work Station we wish to order.

SKILL CHECK
Pause out of your Document and go to the Text Table

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Once you are in the **PTEX** Table, Key in:

Type **A** (for Add) in the Action Field

On the Commodity Line Number field,

Type **001**

In the Text Field,   Type **stock #n834-1r   Light Oak**

Press **<ENTER>**.

Your screen should look similar to the one below.

```
ACTION: A  SCREEN: PTEX          M  M  A  R  S              MM/DD/YY   13:29:50
 H-
      PURCHASING TEXT TABLE
      KEY IS PO ID, COMM LINE NUMBER, TEXT LINE NUMBER

      PO ID: PG FUN 1000G7S67BC   COMM LINE: 001

                                                TEXT
                           TEXT                 LINE
      ---------------------------------------- ----
 01- STOCK #N834-1R  LIGHT OAK                  0001
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 01-*L030 ALL LINES ADDED
```

Now, End your Pause and Return to the Document.

OOOPS! We put in the wrong stock number for light oak!

Go Back into the **PTEX** Table to make the change.

Once in, with an **S** in the Action Field:

Type **001** in the Commodity Line Field

Press **<ENTER>**

To call up the previous information added.

Type **C**, (for Change), in the **Action** Field

Move the cursor to the Stock # in the **TEXT** Field.

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Type **#n834-ir-lo**, over the incorrect number.

Make sure Light Oak still shows.

Press **<ENTER>.**

Your screen should look similar to the one below.

```
ACTION: C  SCREEN: PTEX          M  M  A  R  S              MM/DD/YY   13:47:08
 H-
      PURCHASING TEXT TABLE
      KEY IS PO ID, COMM LINE NUMBER, TEXT LINE NUMBER

      PO ID: PG FUN 1000G7S67BC  COMM LINE: 001

                                                 TEXT
                          TEXT                   LINE
      ---------------------------------------    ----
 01- STOCK #N834-IR-LO LIGHT OAK                 0001
 02-
 03-
 04-
 05-
 06-
 07-
 08-
 09-
 10-
 11-
 12-
 01-*L031 ALL LINES CHANGED
```

For training purposes we will put this document in at "DONE" status.

Press the <**Home**> key.

Type "**WD**" in the Function field, to run the document.

Press **<ENTER>**.

The Status in the upper right side of your document will change from "**SCHED"** to "**DONE**"
Since we are done working on our document we will exit the document.

Press the <**HOME**> key.

Type in **"FD"** for Finish Document.

Press **<ENTER>**.

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This will bring you back to the screen you were on just prior to beginning the PG. You should now be on the PASC Table.

Cross Travel to the SUSF, Suspense File, and call up your document listing.

CONGRATULATIONS! You have just completed a PG!! You should see your completed document listed on the first line of the Suspense File.

```
ACTION: R  SCREEN: SUSF         M  M  A  R  S              MM/DD/YY   15:23:09
 DOCUMENT SUSPENSE FILE INQUIRY
 FUNCTION:
    S
    E ----BATCH ID---- -----DOCUMENT ID------          LAST      LAST
    L TRAN DEPT NUMBER TRAN DEPT ORG   NUMBER   STAT  APPRV  DATE      USER
    - ---- ---- ------ ---- ---- ------------ ----- ----- ------    ------
 00-
 01-    .    .    .    PG   FUN  1000G7S67BC  DONE  00000 YYYYMMDD CTRAID
 02-    .    .    .    PG   FUN  1000G76267B  DELET 00000 YYYYMMDD CTRAID
 03-    .    .    .    PG   FUN  1000HHHHHHH  HELD  00000 YYYYMMDD DOSAAH
 04-    .    .    .    PG   FUN  1000JAKP001  REJCT 00000 YYYYMMDD CTRACS
 05-    .    .    .    PG   FUN  1000KRD2100  REJCT 00000 YYYYMMDD CTRACI
 06-    .    .    .    PG   FUN  1000NJZGUI1  HELD  00000 YYYYMMDD CTRACS
 07-    .    .    .    PG   FUN  1000NJZ0001  HELD  00000 YYYYMMDD CTRACS
 08-    .    .    .    PG   FUN  1000NJZ3401  HELD  00000 YYYYMMDD SJCADZ
 09-    .    .    .    PG   FUN  1000SAD5006  REJCT 00000 YYYYMMDD CTRTR1
 10-    .    .    .    PG   FUN  1000TEST111  REJCT 00000 YYYYMMDD CTRACI
 11-    .    .    .    PG   FUN  1000TEST112  HELD  00000 YYYYMMDD SJCADZ
 12-    .    .    .    PG   FUN  1000XXXXXXX  HELD  00000 YYYYMMDD CTRABG
 13-    .    .    .    PG   FUN  1000YYYYYYY  REJCT 00000 YYYYMMDD CTRABG
```

SKILL CHECK
Once again, let's go to the OPOH, OPOL, and OPOC tables to see the stored information from a DONE document. These are the same tables which stored the PD document.
Look on page 41, if you have forgotten how to get to these tables. Remember....You are entering a Document ID which begins with PG now!

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PRICE AGREEMENT FIELD DESCRIPTIONS

```
┌──────────────────────────────────────────────────────────────────────────┐
│ FUNCTION:                    DOCID: PG FUN 1000 G7274BC       MM/DD/yy 14:25:37 │
│                               BATID:                    STATUS:            │
│                          PRICE AGREEMENT DOCUMENT                          │
│  PG DATE:        ACCTG PD:        BUDGET FY:      ACTION:    PA #:         │
│   VENDOR:            VORD AC:        SHIP TO:                              │
│     NAME:                                                                  │
│     ADDR:                                 ATTN:                            │
│                                           BILL TO:                         │
│                                                                            │
│  VCONTACT:                                ATTN:                            │
│  PCONTACT:                        TELEPHONE #: (     )    -       X        │
│  DELIVERY DATE:        FOB:    TYPE:   CONF ORD:   DOC TOTAL:              │
│      QUOTE #:                                                              │
│  *************************** ACCOUNTING DATA ******************************** │
│  LN DPT  APPROP  SB ORG/SB  OBJ/SB PROG TY PRJ/CL/GRC ACTV RPTG  LINE AMOUNT I/D │
│  -- --- -------- -- ------- ------ ---- -- ---------- ---- ---- -------------- - │
│                                                                            │
└──────────────────────────────────────────────────────────────────────────┘
```

CODE: PG

PURPOSE: The PG document is used by departments to order commodities that are on the Price Agreements established by PGS.

DOCUMENT ID: Required: Enter the document identification for this form, which is composed of:

> TRANS: The preprinted transaction code (PD for Department Purchase Order)

> DEPT: The three-position code for the department submitting this form

> R/ORG: The four-position code for the organizational unit submitting this form

> NUMBER: The seven-digit number assigned to this document. If this form is modifying a previously entered form, enter the document identification number of the original encumbrance.

HEADER SCREENS

PG DATE: Required. Enter the date from the form in MMDDYYYY format.

ACCOUNTING PERIOD: Optional. The system will default to the current accounting period. You should assume that the accounting month and year is the same as the calendar month a d fiscal year, even thought they have different values. You can record your transaction in another period (MMYYYY format) as long as it s both open and is a prior period. You may vary just the month or the month and year. Since July is the first month of the fiscal year July 1998 would be entered 01 1999.

BUDGET FISCAL YEAR: Optional. Enter four digits of the budget fiscal year (1997). Usually this is the same as the current accounting year but you may enter a prior open year. (For instance, during accounts payable and before annual close you might apply this transaction to the prior year.)

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ACTION: Required. Enter the appropriate action code
> **E** (ENTRY) Entry of a new PG
> **M** (MODIFY) Modification of an existing PD

PRICE AGREEMENT (pa#): **Required**. Enter the unique code of the price agreement, which authorizes the encumbrance in this document. The PA# must be valid in the Price Agreement Summary Table (PAST).

VENDOR CODE: Required. Enter the vendor identification number. Vendor number must be valid in the VORD table or the VEND table.

VORD AC: A two-position code identifying a specific vendor address to which orders are sent. A "P" in the first digit indicates this is an OSD vendor and a "D" indicates that this is a department vendor. The codes P∅ and D∅ are defaults that indicate that the order and the remittance address are the same. If you are purchasing an item from a vendor who has several addresses, enter the proper Vendor Order address code.

SHIP TO: Required. Enter the code that represents the appropriate receiving location form the SHIP table. The first three characters your DEPT code will be pre-filled from the Document ID. Departments establish and maintain their own "SHIP " to codes.

VENDOR NAME: Inferred by the system from the vendor code after you edit the document. Vendor ADDRESS Verify that the name is correct when processing the document.

ADDRESS: **Required**. Enter the address of the vendor. You do not have to enter this information into MMARS since the system will infer it when you edit the document from the vendor code. For audit trail purposes you should enter this information on your hard copy PG.

ATTENTION: Optional. Enter the name of the person to whom the goods should be shipped.

BILL TO: Required. Enter the appropriate code from the BILL table.

V CONTACT: Optional. Enter the name of the person to whom the vendor invoice should be sent.

ATTENTION: **Optional**. Enter the name of the contact person at the department whom should receive the bill.

PCONTACT: Optional. The name of the purchasing department contact. (Refer to **PCON** table).

TELEPHONE#: Optional. The telephone number of the purchasing contact.

DELIVERY DATE: Required. Enter the date by which you expect to receive the order.

FOB: Required. Enter the freight on board point; default is "1" for destination meaning no freight charge.

TYPE: Optional. User defined field for tracking different types of orders.

CONFIRMING Optional. If this is a confirming order, enter "Y" or leave blank.

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DOCUMENT TOTAL: The net dollar amount of all lines on the document will be filled in by the system after you have entered the accounting and commodity lines.

ACCOUNTING DATA

LINE NUMBER: **Required**. Enter a different number for each line on the document. This number will be referenced by payment documents.

DEPARTMENT: Required on original entry. Enter code for the department purchasing the items names on this line. Code must be valid in the Department Table (DEPT.).

APPROPRIATION CODE: Required on original entry. Enter the code for the appropriation from which funds will be encumbered for this order. Code must be valid and active in the Appropriation File and on the ASTA Table.

SUBSIDIARY: Optional. Enter code for the appropriate subsidiary. Code must be valid in the Object Class Table (OCLS).

ORGANIZATION: Required if the Expense Budget Organization option in the Fund/Department Table is "Y" for this department. May also be used for reporting purposes. The organization must be valid on the Organization Table (ORGN).

SUB/ORG: Optional. The code must be valid on your department's sub organization table (SORG). You must code an organization before you can code a sub organization.

OBJECT: Required. Enter the object code that best describes the item being ordered. The code must be valid on the OBJT Table.

SUBOBJECT: Optional. The code must be valid on your department's Sub-object Table (SOBJ). You must code an object before you can code a sub-object.

PROGRAM (PROG): Required if the Expense Budget Program Option in the Fund/Department Table is "Y" or "A" for this department. Code must be valid on the PROG Table.

TYPE (TY): Required only when the field that follows is used. Use "C" if next field refers to a client, "P" for project, or "G" for general reporting.

PROJECT/CLIENT/GENERAL REPORTING CATEGORY (PRJ/CL/GRC): Optional. Required if the TY field is completed. This field is used for a client ode, a project code, or a general reporting category. The coding of this field depends upon specific department needs and may be required by your department.

ACTV: Optional. Additional accounting distribution element (4 digit) representing a specific project or accounting event. Useful when more accounting detail than the standard MMARS accounting distribution detail is necessary. Activity is the lowest level of reporting in MMARS.

REPORTING CATEGORY (RPTG): Optional, for reporting purposes. The code must be valid on your department's Reporting Category Table (RPTG).

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LINE AMOUNT: Required. If adding a new line, enter the dollar amount of the item (S) described on this line. If modifying a previous document, enter the amount of change over (under) the previous amount. Do not code a sign (+ or -). In the next field you will indicate whether this is t be added to or subtracted from the original amount.

INCREASE/DECREASE INDICATOR (I/D): Required for Modification. Defaults to "I" for increase. Enter "D" for decrease.

COMMODITY DATA

```
FUNCTION:                    DOCID: PG FUN 1000 G7274BC      mm/dd/yyyy 14:26:37
        000-000 OF 000    BATID:                         STATUS:
    LN  PA LN  QTY   I/D UNIT COMMODITY CODE ITM CATALOG NUMBER
    --- ----- -----  -  ---- -------------- --- --------------------
     UNIT COST    I/D REVALUE    TOTAL COST           QUOTE NUMBER
    -------------- --- ------- -------------- ------------------------------
    MANUFACTURER                    MODEL                      FC TEXT
    ------------------------------ ------------------------------ -  ----
                                    DESCRIPTION                SBS IND
    ------------------------------------------------------------ -------
  01-


  02-


```

LINE NUMBER (LN): Required. Enter a different three-digit number for each line on the document. 001 to 999 are valid numbers. Each line item number refers to three lines of data on the screen.

PRICE AGREEMENT LINE (PA LN): Required. Enter the price agreement commodity line number associated wit this commodity from the PAVC Table.

QUANTITY (QTY): Required. Enter the quantity of goods ordered. Must be equal to or greater than the minimum specified on referenced price agreement lien.

INCREASE/DECREASE INDICATOR I/D: Required for modification. Defaults to "I" for increase. Enter "D" for decrease.

UNIT: System generated from the referenced price agreement line.

COMMODITY CODE: System generated from the referenced price agreement line.
.
ITM: Optional. Description of a commodity that is provided to a department.

CATALOG NUMBER (CAT): System generated from the referenced price agreement line.

UNIT COST: System generated from the referenced price agreement line.

───
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INCREASE/DECREASE INDICATOR (I/D): Required for Modification. Defaults to "I" for increase. Enter "D" for decrease.

TOTAL COST: Optional - enter total cost or system will generate if not entered.

QUOTE NUMBER: Optional. Enter the specific quote number from the vendor for this order.

MANUFACTURER: Optional. Enter the name of the producer of the goods ordered.

MODEL: Optional. Enter the name or number of the Model of the item ordered.

FC: **Optional.** Indicates different features of a catalog item, with valid values of "V" for virgin stock, "R" for recycled, "E" for energy star compliant, and the default "9" for not applicable.

TEXT: Optional. Valid values are "S" to represent standard text, blank, and Y if additional text is to be entered. (See PTEX table).

DESCRIPTION: **Optional**. Enter notes about this line. Defaults to description in Commodity Table.

SMALL BUSINESS SETASIDE: Optional. Enter "Y" on purchase that should be counted towards your department's

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